

PROJECT OBJECTIVES, GOALS, AND IMPLEMENTATION (POGI)
FY 2014 NATIONAL SECURITY LANGUAGE INITIATIVE FOR YOUTH (NSLI-Y)
PROGRAM

Bureau of Educational and Cultural Affairs (ECA)
Office of Citizen Exchanges, Youth Programs Division
Funding Opportunity Number: ECA-ECAPEC-14-042

The POGI guidelines apply specifically to the Request for Grant Proposals (RFGP) issued by the Youth Programs Division for the FY 2014 National Security Language Initiative for Youth program. Proposals must conform to the RFGP, the guidelines stated in this document, and the standard Proposal Submission Instructions (PSI). Applications not adhering to the conditions set forth herein may be deemed technically ineligible. These guidelines are specific to the program mentioned above and are IN ADDITION TO the Standard Guidelines outlined in the PSI. If there is a perceived disparity between the standard and program specific guidelines and the program information supplied in the accompanying RFGP, the RFGP is to be the dominant reference.

I. STATEMENT OF WORK

A. Overview

The FY 2014 award will be executed as a cooperative agreement between the Bureau of Educational and Cultural Affairs and a single award recipient to support merit-based scholarships for American high school or recently graduated students for overseas intensive foreign language instruction in seven critical languages: Arabic, Chinese (Mandarin), Hindi, Korean, Persian (Tajiki or Farsi), Russian, and Turkish.

Applicants should identify sub-award recipients, hereafter known as "implementing organizations," to carry out overseas language programs that are in addition to those carried out by the applicant. Applicants may also propose to hold a sub-award competition, as described below, to identify additional implementing organizations for selected summer programs.

B. Distribution of Scholarships by Language, Duration, and Location

Applicants should propose to select and place approximately 630 participants on overseas programs of two durations: summer (6-8 weeks) and academic year (8-10 months). An adequate number of alternates should be identified to replace finalists who may drop out prior to the start of the program.

The *approximate* target distribution of scholarships by language, duration, and location is detailed below. This distribution may be adjusted with the concurrence of ECA. ECA reserves the right to alter languages, locations, and programs based on participant demand, safety and welfare, and other factors. The award recipient should propose a minimum of five participants for each academic year program and a minimum of 12 participants for each summer program.

1. **Arabic language:** 100 for summer; 20 for academic year. Programs may be proposed for Jordan, Morocco, and Oman. Jordan is limited to a summer program unless otherwise advised by ECA. If security considerations permit and ECA concurs, programs in Tunisia and Egypt may be added at a later time.
2. **Chinese (Mandarin) language:** 200 for summer; 30 for academic year. Programs may be proposed for China and Taiwan.
3. **Hindi language:** 30 for summer; 5 for academic year. Programs may be proposed for India.
4. **Korean language:** 65 for summer; 15 for academic year. Programs may be proposed for the Republic of Korea (South Korea).
5. **Persian (Tajiki or Farsi) language:** 15 for summer. One program may be proposed for Tajikistan.
6. **Russian language:** 90 for summer; 20 for academic year. Programs may be proposed for Russia.
7. **Turkish language:** 35 for summer, 5 for academic year. Programs may be proposed for Turkey.

C. Scholarship Coverage

To ensure the scholarship award is comprehensive and consistent across all implementing organizations, the award recipient will ensure that the NSLI-Y scholarship covers the following expenses:

1. **Travel:** Round-trip travel between the participant's city of official residence, to the pre-departure orientation location, and to the overseas NSLI-Y program location
2. **Orientations:** Pre-departure, arrival, mid-program (academic year only), and re-entry
3. **Visas:** Host country entry/exit and transit visas, as needed
4. **Tuition and related academic expenses:** Including support and testing for placement and language acquisition
5. **Educational and cultural programming:** Including overseas language-focused excursions, volunteer opportunities, and guided internships, if applicable
6. **Meals:** Three meals per day
7. **Accommodations:** Preferably with a host family for part, if not all, of each program
8. **Health Benefits:** Accident and Sickness Program for Exchanges (ASPE) health benefits, provided by the Department of State (or equivalent health insurance as described below)
9. **Stipend:** To cover additional living expenses and incidentals if needed as determined by in-country implementer and approved by award recipient.

The NSLI-Y scholarship **does not cover** the following:

- **Passports:** Costs associated with obtaining a valid U.S. passport, except in cases of unusual hardship, as determined by the award recipient
- **Medical:** Required medical examinations and immunizations
- **Incidentals:** Pocket money, except in cases of unusual hardship, as determined by the award recipient

II. PROGRAM SPECIFIC GUIDELINES

Proposals must incorporate the following program elements:

A. Identification and Management of Overseas Implementing Organizations

Identification of Implementing Organizations: Propose overseas language programs to be implemented by the award recipient, and identify sub-award implementing organizations to carry out additional summer and academic year programs. The applicant should propose to implement programs for approximately 25% of the total NSLI-Y participants.

ECA encourages applicants to identify an adequate number of sub-award organizations to provide a strong base of implementing organizations for each language, and to demonstrate how they will continue to explore potential new partners with the goal of strengthening and expanding program capacity in renewal years.

Applicants must demonstrate that each implementing organization has significant and relevant experience and expertise in planning and carrying out overseas programs in the respective language(s) and country(ies)/location(s) where they propose to implement the program(s). All implementing organizations must be capable of handling overseas on-program support (OPS) issues in a timely and transparent way that permits information to be conveyed to the award recipient and, through the award recipient, to ECA.

The applicant and implementing organizations should identify the majority of program participants through the national merit-based competition described below. However, applicants may propose that some implementing organizations recruit and select some or all of their own participants, as long as the organizations comply with basic NSLI-Y eligibility requirements, utilize a transparent selection process, and provide appropriate documentation. Educational organizations that manage or implement other critical language programs and will support the continued language learning of alumni should be given special consideration. Organizations that identify participants from diverse or underserved backgrounds are preferred.

Additional Implementing Organizations: In the event that the award recipient determines, after the cooperative agreement is awarded, that additional implementing organizations are necessary to meet the program requirements and scholarship distribution, the award recipient

may, with ECA concurrence, bring one or more additional sub-award implementing organizations into the program.

U.S. Embassy Liaison and Consultation: Ensure that all implementing organizations and overseas partners establish a working relationship with the Public Affairs Section (PAS) of the relevant U.S. Embassy/Consulate. During the program planning phase, implementing organizations should contact PAS to obtain necessary concurrence on program placement locations, including the host language institution/host school, and host family or other long-term accommodations locations (regions, neighborhoods, etc.). PAS must also be invited to participate in post-arrival briefings.

If the political situation in any country results in the need for the Embassy to assume more responsibility, the overseas implementing organization should provide assistance in whatever ways are possible. Implementing organizations should consult PAS staff regarding proposed activities with participants and/or alumni of other ECA-sponsored programs. Implementing organizations should invite PAS staff to participate in NSLI-Y program events as appropriate.

Program Planning Meeting: Organize and facilitate a planning meeting for all NSLI-Y implementing organizations, overseas partners, and ECA staff to ensure that a single worldwide program identity is cultivated and maintained, and to discuss policies, procedures, and best practices. Each implementing organization should be represented by at least one participant at the meeting.

Operational Guidelines: Review and refine, with ECA concurrence, appropriate procedural, operational, and emergency guidelines. Distribute these guidelines to all implementing organizations and ensure that they understand, implement, and adhere to them.

B. Nationwide Recruitment and Selection of NSLI-Y Scholars

Outreach: Propose a comprehensive outreach plan to publicize and recruit a strong national pool of qualified candidates that represents the United States' diversity. Diversity addresses, but is not limited to, ethnicity, race, gender, religion, geographic location, socio-economic status, and disabilities. To the fullest extent possible, the proposal should address and encourage the participation of traditionally underserved audiences in all institutional and individual award programs and other program activities.

Nationwide Competition: Conduct a nationwide merit-based competition for U.S. participants with clearly identified criteria and a formal selection process that includes documented in-person or telephone interviews for academic year participants.

Disabilities: Develop a plan for outreach and placement of students with disabilities. Demonstrate how participants with disabilities will be accommodated through regular or specially-designed programs.

Recruitment Criteria: Ensure that the following minimum criteria are used to recruit NSLI-Y applicants: U.S. citizenship; 15 to 18 years of age at the approximate beginning of the program (the award recipient may select one cut-off date for summer programs and one for academic year programs); enrolled in high school or equivalent home school program at the time of application; and minimum 2.5 GPA on a 4.0 scale or equivalent.

Application: Develop a comprehensive online application. Monitor the online system to limit and address technical problems. The award recipient must be capable of accommodating applicants who cannot apply online. All application materials and associated data should be available in a sortable, searchable, database format that can be easily shared with ECA upon request.

Applications from Alumni of NSLI-Y and other ECA-sponsored programs: Adhere to the most current ECA eligibility policy for alumni of NSLI-Y and other exchange programs funded by ECA's Youth Programs Division.

Public Inquiries: Respond to and manage general inquiries and application questions. Record and track all inquiries related to problems or issues with any part of the application process, and make this information available to ECA.

Selection Process: Plan for and conduct a transparent, criterion-based selection process. Screen and select participants who show strong evidence of the ability to succeed in an intensive, demanding language study program and who represent the diversity of the United States, including individuals from underserved populations and locales. Give preference to applicants who demonstrate the intent and ability to continue their language study beyond the scholarship period and apply their critical language skills later in their professional careers. Give preference to qualified participants who might not otherwise be able to study language abroad were it not for the NSLI-Y scholarship.

Department of State Concurrence: Recommend the finalists and alternates to ECA for concurrence prior to notifying applicants. Identify applicants who have participated in a previous NSLI-Y program.

Program Placement: Assign finalists and alternates to particular programs based on language level, overseas experience, and other relevant criteria to ensure that each candidate is placed into an appropriate and challenging program. The proposal should address how the participants' language skills will be assessed for placement purposes, and on what basis program assignments are made. Notify all implementing organizations of finalists and alternates from the national application pool assigned to them.

Applicant Notification: With ECA concurrence, prepare and send notifications to all finalists, alternates, and non-selected applicants. Prepare program descriptions for each overseas program based on a standard template. Inform participants of their program placement (including implementing organization, city, and school) at the time of scholarship notification, unless this is

not possible due to security or other concerns about the location or program. Inform participants of specific housing accommodations (host family name, location and/or hotel, hostel, dormitory location) no later than one week prior to departure from the United States and preferably earlier.

C. Sub-Award Competition for Implementing Organizations

To help ensure program applicant diversity and to increase the pool of program implementing organizations, applicants have the option of proposing a sub-award competition for non-governmental and educational organizations to recruit for and implement NSLI-Y summer programs (6-8 weeks). ECA reserves the right to require the sub-award competition in renewal years.

Guidelines for the sub-award competition, if proposed, include the following:

- **Languages:** The sub-award competition may be used to identify implementing organizations for summer programs in Chinese, Hindi, Korean, Russian, and/or Turkish.
- **Numbers:** Sub-awards granted under this competition may be used to select and place approximately 120 to 150 participants.
- **Scope:** The final mix of sub-award recipients should, to the extent possible, reflect the United States' geographic diversity.
- **ECA Review and Concurrence:** Provide the RFGP for the sub-grant competition to ECA for review. Obtain ECA concurrence on sub-grant awards.
- **Recruitment of Applicants:** Sub-award applicants may propose to:
 - Recruit applicants from one or more specific geographic areas in a merit-based process,
 - Recruit applicants nationwide from a specific group (for example, members of a nationwide youth organization) in a merit-based competition, OR
 - Accept finalists from the national NSLI-Y competition described above, rather than recruit their own participants.
- **Application Criteria for Locally-Selected Participants:** Sub-award recipients that propose recruiting and selecting their own NSLI-Y participants must adhere to the general criteria for applicants detailed above.
- **Diversity:** Sub-award proposals should address plans for recruiting a diverse participant pool, with particular attention to applicants who would not otherwise have an opportunity to participate in an overseas language program.

- **Database:** All sub-award recipients must submit complete finalist application forms, appropriate background information, and host family placement information to be included in a central participant database.

D. Language Instruction and Assessment

Language Program Standards: Develop, implement, and monitor language program standards for language instruction and language-focused cultural activities and excursions for all NSLI-Y programs. Ensure that all summer programs include a minimum of 120 hours of classroom language instruction. Ensure that all academic year programs include a minimum average of 10 hours per week of classroom language instruction for most weeks of the academic year. In general, for both summer and academic year programs, classroom language instruction should not exceed five hours per day.

Language Specialist: Engage the services of a language acquisition specialist (may be on a part-time or contract basis) to review and advise on language curriculum, program schedules, and instructional materials prior to the implementation of each overseas program, and to advise on training and orientation of language teachers. The language specialist may also conduct overseas site visits to assess program effectiveness.

Language Goals, Curriculum, and Teacher Training: Ensure that each implementing organization proposes, implements, and maintains an appropriate curriculum for language instruction based on relevant standards and pedagogical best practices. Ensure that each implementing organization conducts appropriate teacher training. Provide advice and guidance as needed to implementing organizations on their language goals, curriculum design, and teacher training.

Level of Instruction: Group the participants in classes based on their language proficiency; participants with widely varying levels of language knowledge *must not* be placed in the same class. In general, classes should be limited to approximately twelve or fewer students. Overseas implementing organizations must be informed of student language levels prior to the program start date in order to make appropriate student groupings, assign qualified teachers, and adapt the curriculum as needed.

Language Instruction in the Target Language and Local Dialect: A minimum of 70% of language instruction time must be devoted to the target language. A maximum of 30% of class time may be allotted to the local dialect, if applicable. This ensures that NSLI-Y students receive sufficient instruction in the target language, and are given enough language instruction to be able to communicate with their host families and others in the local community. For Arabic, Modern Standard Arabic (MSA) is the target language and should be taught for at least 70% of language instruction time. Colloquial Arabic as spoken in the host country should be taught for 20% to 30% of the time, unless otherwise approved by ECA.

Language Assessment: Identify and use a standardized language assessment tool to evaluate

the baseline and post-program language skills of all NSLI-Y participants. Provide to ECA the participant assessment results and qualitative and quantitative analysis and summaries about participants' language gain, in a timely fashion after the post-program summer and academic year assessments.

Academic Credit: Applicants may propose a plan for NSLI-Y program activities to result in accredited academic credit for students who successfully complete the program.

E. Monitoring Participant Safety and Well-Being

Participant Monitoring: Develop a plan for monitoring participants' safety and welfare that parallels, to the extent possible, the standards for J-1 visa regulations for international academic year participants found in 22 CFR 62. This includes, among other points, the identification and use of appropriate means of verifying the integrity and suitability of each host family. The award recipient should also ensure that all implementing organizations and any volunteers and staff who have regular contact with the NSLI-Y participants have undergone screening for suitability.

In keeping with the J-1 visa regulations cited above, the award recipient must immediately report to ECA any incident or allegation involving the actual or alleged sexual exploitation, harassment, or abuse of an exchange student participant. Furthermore, the award recipient shall inform ECA promptly of any serious problem or controversy that could be expected to bring the Department of State or the exchange program into notoriety or disrepute.

Ensure that all implementing organizations have a plan for monitoring participants on a regular basis, and provide adequate support and guidance to participants during their programs. All implementing organizations must maintain, at a minimum, a monthly schedule of personal contact with the participant and regular, monthly contact with the host family, addressing legitimate concerns in a timely fashion and apprising ECA in a timely manner about significant issues. All records and data collected, including survey responses and contact information, must be maintained for a minimum of three years and be provided to ECA upon request.

On-Program Support (OPS): Management of OPS issues is among the most important participant monitoring functions and should be well detailed in a monitoring plan. Provide regular monitoring of the program and its participants, dealing effectively with misunderstandings, adjustment issues, and emergencies. Provide guidance to implementing organizations on handling on-program support issues. Convey serious issues and concerns to ECA in a timely fashion.

Participants are expected to adhere to local customs as well as to the NSLI-Y Terms and Conditions. Develop, distribute, and publicize disciplinary procedures that include ECA concurrence for individual participants' dismissal from the program. Ensure that all participants abide by local laws and program standards and requirements. Inform the Embassy/Consulate immediately in the event that a participant is involved in a civil or criminal police matter, or if a

participant is admitted to a hospital.

Emergency Contact Information and Access: Supply each NSLI-Y participant with a cell phone with in-country calling capability and the means to communicate with a local representative in an emergency. Ensure that participants and their parents/guardians have access to emergency contact information for the award recipient, the U.S.-based implementing organization, and the overseas implementing organization prior to international departure.

F. Pre-Program Planning and Activities

Database: Ensure that lists of all finalists, including those from implementing organizations that identify their own participants, conform to ECA database requirements and are submitted in a spreadsheet that includes host family information, no less than one week in advance of international departure or general dates as agreed upon by ECA and the award recipient for each cohort (summer and academic year). Secure and protect any personally identifiable information. Submit a spreadsheet of host family, residence, and other changes in participant data by the 30th of each month. All statistical information collected on ECA-funded program participants should be transferable to databases maintained by ECA.

Terms and Conditions: Ensure that all participants and their parents/legal guardians sign the NSLI-Y Terms and Conditions provided by ECA.

Release Form: Encourage all participants and their parents/legal guardians to sign the official *Minor Participant Name and/or Likeness Release* form provided by ECA to permit the award recipient, implementing organizations, and the Department of State to use their image and name for program promotion or other similar purposes.

Medical Clearance: Ensure that each participant meets minimum program medical and health standards and has required immunizations prior to their departure from the United States.

Health Benefits: Enroll participants in the Bureau's Accident and Sickness Program for Exchanges (ASPE) health benefits program and facilitate claims as necessary. Applicants may propose to use a different health plan for some or all of the participants, but must demonstrate that the alternate plan: a) provides comparable or more comprehensive coverage, and b) costs less. Coverage must begin when students depart the United States and not conclude until they return to the United States. A copy of the alternate health insurance policy should be included with the proposal.

Travel Arrangements: Make, and ensure that implementing organizations make, all domestic and international transportation arrangements in accordance with the Fly America Act. Provide an adult flight chaperone with necessary language skills for group flights to and from the overseas destination, unless this requirement is waived by the award recipient with ECA's concurrence. Provide dates of international and domestic travel to ECA in advance of travel.

Travel Documents: Provide information to participants about obtaining valid U.S. passports. Make arrangements and pay costs for obtaining all necessary visas, including transit visas.

Communication with Participants: Contact, and ensure that implementing organizations contact, participants in a timely fashion and in advance of departure to provide them with program information, language preparation materials, flight details, and accommodations information.

Host Family Placement: All overseas programs must include a host family stay for part, or all, of the program, unless otherwise approved by ECA. Ensure that all implementing organizations identify and screen host families in an appropriate manner. Ensure that proper reference checks are conducted, recorded, and maintained on host families. These records must be kept for three years and made available to ECA upon request. Ensure that overseas implementing organizations obtain concurrence from the U.S. Embassy/Consulate Public Affairs Section on the general locations of host families.

Host families must have adequate financial resources to undertake hosting obligations, and may receive a reasonable reimbursement to cover the costs associated with hosting a student, but not to serve as a financial incentive. The amounts of any stipends or allowances should be justified based on the host country's local economy. All implementing organizations must maintain regular, at minimum monthly, contact with host families to answer questions, provide information, and assist in working out problems.

Alternate Housing: Ensure that non-host family housing arrangements, such as dormitories or group housing, provide safe, appropriate, and supervised living accommodations. Justification for using alternate accommodations should be provided.

Resident Directors/Local Coordinators: Work with all implementing organizations to identify, screen, and orient a resident director or local coordinator to serve as a cultural and academic liaison for NSLI-Y participants during their overseas program; and, if non-host family accommodations are proposed, who will be responsible for and supervise the participants in their group living environments.

Registration: Ensure that participants and their parents/legal guardians complete relevant consular forms and participants are registered in the Department of State's Smart Traveler Enrollment Program at <https://step.state.gov/step/>.

G. Orientations

Pre-Departure Orientation: Ensure that all NSLI-Y programs include a substantive pre-departure orientation (PDO) for participants, held in Washington, DC if possible. Invite ECA to participate in all PDOs and provide copies of agendas to ECA in advance of PDOs. Provide guidance to implementing organizations to ensure that all key topics are covered and a common approach to PDOs is maintained across programs. Topics must include, but are not limited to,

program goals and expectations, cross-cultural training, host country information, language program tips and requirements, personal safety and security, and information on identifying and reporting sexual harassment and abuse. Ensure that each participant receives the name and contact information for their resident director and/or local coordinator. Participants should be informed that NSLI-Y is sponsored by the U.S. Department of State's Bureau of Educational and Cultural Affairs.

Arrival Orientation: Organize a post-arrival in-country orientation, including a briefing by embassy/consulate officials, whenever possible. Inform participants of relevant local and country-specific information including personal security and safety considerations and services offered overseas to American citizens in the event of an emergency.

Mid-Program Workshop: All academic year programs must include a mid-program workshop during which participants share their experiences, discuss concerns, and speak one-to-one with the resident director/local coordinator.

Orientation for In-Country Partners: Orient all in-country teaching staff and administrators about NSLI-Y goals and objectives, required language contact hours, learning styles of American high school students, and relevant safety and security guidelines in advance of the arrival of NSLI-Y participants.

Host Family Orientations: Ensure that all host families receive an orientation that includes information about NSLI-Y goals and objectives, responsibilities of being a host parent, support available to host families, and an introduction to the inter-cultural experience of hosting an American high school student.

Re-entry Orientation: Provide a re-entry orientation to prepare participants for their return to the United States. Re-entry orientations must include a discussion of the following topics: required post-program language testing; post-program evaluation; tips for cultural re-entry; ideas for future language study; information about other U.S. government-funded scholarships for continued language study; internships and careers that utilize language skills; and suggestions for sharing the NSLI-Y experience with other individuals and groups in the United States. The re-entry orientation should also encourage participants to join the NSLI-Y alumni association and register on the Department's International Exchange Alumni website (<https://alumni.state.gov>).

Academic year programs must include a re-entry workshop in the Washington, DC area, unless otherwise approved by ECA. Implementing organizations should work with ECA to arrange a time for participants to visit the Department of State to share their experiences and receive information about careers and internships at the Department.

H. Key Program Activities

Design and Implement Overseas Language Programs: Design, and work with implementing organizations to design, plan, and implement overseas programs focused on language acquisition

and cultural immersion. Work with implementing organizations to maintain program standards and meet all program requirements. Each implementing organization should provide a detailed program schedule for each program location. Program schedules must clearly delineate language instruction, cultural enrichment activities, and community service activities, and must be provided well in advance of the start of the programs so that they can be reviewed by the award recipient, the language specialist, and ECA.

Enrichment Activities: Include cultural enrichment activities that reinforce language learning, such as planned excursions, guided internships, activities with local peers, and extra-curricular activities. Cultural activities should enhance the participants' understanding of contemporary society, culture, media, political institutions, ethnic diversity, history, and environment of the host country. Activities must be language-focused and promote NSLI-Y goals and objectives.

Community Service: Arrange volunteer community service activities that provide opportunities for language practice and enhance understanding of local culture and society. Approximately ten hours for summer programs and 20 to 30 hours for academic year programs are recommended.

Room and Board: Provide appropriate living arrangements for all participants, including housing and three meals per day.

Stipends: The award recipient may propose a stipend for participants to cover incidental expenses. If proposed, all participants within one country and on the same duration of program (summer or academic year) should receive the same stipend amount, regardless of implementing organization.

Acknowledge the Department of State's Bureau of Educational and Cultural Affairs: Ensure that all written and electronic materials (online application, websites, and other digital resources developed by the award recipient, brochures, public relations releases, acceptance letters, announcements, etc.) developed for promotional purposes and related to the program acknowledge that NSLI-Y is a program of the U.S. Department of State's Bureau of Educational and Cultural Affairs and acknowledge its role as program sponsor and funding source. ECA retains copyright use of, and will distribute materials related to, this program as it sees fit. The award recipient will obtain the Department of State seal from ECA, and will use the Department of State seal and the NSLI-Y logo on all electronic and printed materials related to the NSLI-Y program. The award recipient will obtain ECA concurrence on all written and electronic materials related to NSLI-Y in advance of publication and distribution.

Publicity: On a regular basis, provide ECA with participant and program highlights, photos, videos, press coverage, and the like that may be used to publicize the program. The award recipient must inform ECA of any publicity that highlights the NSLI-Y program or NSLI-Y participants, or otherwise strengthens outreach efforts, particularly those that involve government officials and the media. When the media interacts with NSLI-Y participants or alumni, the award recipient should make every effort to identify NSLI-Y as a U.S. Department of State-sponsored program, unless otherwise advised by the respective Public Affairs Sections of the

U.S. Embassy/Consulate.

Build Relationships: Cultivate relationships with organizations that implement other U.S. government-funded language programs, such as STARTALK, The Language Flagship, the Critical Language Scholarships (CLS), the Teachers of Critical Languages Program (TCLP) and the Intensive Summer Language Institutes (ISLI) for Teachers. Facilitate interactions and cooperation between NSLI-Y participants and the participants and/or alumni of other Department of State-sponsored programs, including, but not limited to, programs such as YES, YES Abroad, FLEX, CBYX, Youth Leadership Program, English Access Microscholarship program, and Fulbright.

I. Follow-on Alumni Activities

Alumni Association: Manage an alumni association that includes alumni from all NSLI-Y program years. Provide opportunities for alumni to develop their leadership skills. Work with the alumni association leadership to set goals and priorities, plan and implement activities, recruit additional alumni, and encourage alumni to share their overseas experiences with their schools and their communities. Support participation in alumni activities, including travel as appropriate, for alumni of all NSLI-Y program years.

Language Study and Career Opportunities: Propose and/or develop creative and effective ways to assist alumni in continuing their foreign language studies in high school, in post-secondary educational settings, or in other domestic or international settings. Follow-on activities should also introduce alumni to internship and career opportunities in which they can use their language skills.

Department of State Website: Encourage participants and alumni to register on the *International Exchange Alumni* website (<https://alumni.state.gov/>).

Alumni Program Linkages: Encourage linkages to other federally-sponsored language programs and other ECA youth or academic programs to take advantage of the growing alumni pool from various U.S. government-sponsored programs to share resources, pursue common goals, and inspire NSLI-Y alumni to pursue language mastery.

Tracking Alumni: Track NSLI-Y alumni from all program years to determine whether and how their NSLI-Y language learning has influenced or affected their post-secondary experience and career choices. Conduct at least one survey of NSLI-Y alumni during the award period.

Alumni Involvement in NSLI-Y: Facilitate the involvement of NSLI-Y alumni in supporting the current and future program through recruitment, publicity, outreach, mentoring, pre-program preparation, and program planning.

J. Program Evaluation

E-Goals Surveys: Inform participants and all implementing organizations about ECA’s E-Goals pre-program, post-program, and follow-on surveys. Support ECA’s efforts to obtain an acceptable response level by encouraging participants to complete surveys in a timely manner.

Monitoring and Evaluation: Present a plan to monitor and evaluate the program’s success, during the program implementation, as well as at the end of the program. ECA expects that the award recipient will monitor participants and be able to respond to evaluation questions, including satisfaction with the program, language acquisition, cultural learning, and changes in behavior as a result of the program. Refer to the RFGP for additional guidance on evaluation.

K. Reporting Requirements

Quarterly Performance Reports: The award recipient is responsible for implementing mechanisms to monitor participants and report to the ECA Grants Office and the Program Office success and impact on a quarterly basis through quarterly program and financial performance reports. The recipient must submit quarterly program performance reports that address, at a minimum, the following topics: past and planned program activities, financial status (e.g., identify significant financial variations from original budgets), and the strengths and weaknesses of program design and implementation. Quarterly reports should include updates on the activities and achievements of each implementing organization, as well as for the overall administration of the program.

The award recipient must submit to the ECA Program and Grants Offices electronic copies of all quarterly performance reports no more than 30 days after the reporting period end dates. An SF-PPR, “Performance Progress Report” Cover Sheet, the SF-PPR-E, and SF-PPR-F must be submitted with all performance reports. Quarterly program and financial performance reports should include both quantitative and qualitative data.

Evaluation Reports: The recipient must share program evaluation reports, both interim and summary reports, with ECA in a timely manner, and make appropriate adjustments to the programs in consultation with ECA. Monitoring and evaluation results should be addressed in the quarterly program reports.

Final Performance Report: The award recipient must submit electronic copies of the final performance report and attachments to the Program Office and Grants Office. This report must include a program and financial report and should include both qualitative and quantitative data to indicate strengths and weaknesses of the NSLI-Y programs conducted by each implementing organization. The final report must include an analysis and a summary of language assessment and language acquisition of participants. An SF-PPR, “Performance Progress Report” Cover Sheet must be submitted with the final performance report.

Performance Report Summary Document:

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant

activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one- page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

L. Fiscal Management

The award recipient is responsible for the management of all financial aspects of the program, including the sub-awards to implementing organizations. Submit quarterly and final financial reports as required.

III. PROPOSAL CONTENTS

Applicants should submit a complete and thorough proposal describing the program in a convincing and comprehensive manner. Since there is no opportunity for applicants to meet with reviewing officials, the proposal should respond to the criteria set forth in the solicitation and other guidelines as clearly as possible.

Proposals should address succinctly, but completely, the elements described below and must follow all format requirements.

NOTE: Proposals submitted through Grants.gov may only be submitted in the following formats:

- Microsoft Word
- Microsoft Excel
- Adobe Portable Document Format (PDF)
- ASCII Text
- Joint Photographic Experts Group (JPEG images)

Proposals should include the following items under the section headings in the GrantSolutions Application Checklist:

Online Forms

- SF-424, “Application for Federal Assistance”
- SF-424A, Budget Information – Non-Construction Programs
- SF-424B, “Assurances - Nonconstruction Programs”
- Include other attachments, if applicable, such as indirect agreements, form 990, SF-LLL, etc.

The following documents should be submitted as clearly labeled files:

Program Narrative

Attachment A - Executive Summary

In one double-spaced page, provide the following information:

- Program goals and key activities
- Name of organization and sub-award implementing organizations
- Number of anticipated participants for each language and duration
- Beginning and end dates of the program
- Plans for outreach to a diverse applicant pool
- Proposed locations of overseas programs
- Scope of overseas programs
- Plans for sub-award competition, if proposed
- Plans for assessment of participant language gain
- Bureau funding level requested, total program cost, total cost-sharing from applicant and other sources, and average per participant cost

Attachment B – Narrative and Calendar of Activities

Narrative

In a maximum of 20 double-spaced pages, provide a detailed description of the project addressing the areas listed below. Refer to the Review Criteria in the RFGP for further guidance.

- Vision (statement of need, objectives, goals, benefits)
- Participating implementing organizations
- Sub-award competition, if proposed
- Program activities (publicity and outreach, recruitment and selection, participant and teacher orientation, formal and informal language component, cultural programming and logistics)
- Participant safety and welfare monitoring
- Language assessment and acquisition
- Program evaluation
- Follow-on activities for alumni
- Project management
- Work plan/Time-frame

Additional Information to Be Submitted

Calendar of Activities

The Calendar of Activities is a monthly plan of action or timetable that demonstrates the timing and organization of the major program activities. The calendar is not part of the 20-page limit for the project narrative, but should be combined with the narrative and submitted as one attachment.

Attachment C 1 – Detailed Budget

Attachment C 2 – Budget Narrative

Detailed Budget and Budget Narrative for applicant and proposed sub-award implementing organizations.

Under the mandated budget categories, allowable costs for the program may include, but are not limited to, the following:

- Staff, chaperone, group escorts, resident director/group leader costs and per diem, in accordance with General Services Administration (GSA) standards, separating out: international airfare; in-country travel overseas; and domestic travel in the U.S.
- Participant travel costs
- Materials (film and video rentals, educational materials, etc.)
- Language program tuition
- Language-related enrichment activities
- Costs associated with identifying host families and monitoring participants' safety and well-being throughout the program
- Cell phones for participants for emergency use
- Food and lodging, when not in home-stay
- Alumni and follow-on activities for NSLI-Y alumni of all program years
- Program, teacher, and student evaluation
- Program planning meeting
- Promotional materials, including website development
- Stipends to participants (optional)
- Stipends to host families (optional)

Please refer to the Proposal Submission Instructions (PSI) for more detailed guidance on the budget submission.

Attachment D – Letters of Commitment

- Letters of commitment from all implementing organizations identified in the proposal, including proposed overseas language programs and overseas partners.

Attachment E - Resumes

- Resumes of key staff members of the applicant organization and implementing organizations who will receive compensation under the cooperative agreement should be included in the submission. No resume should exceed two pages.

Attachment F - Evaluation

- Evaluation plan and sample survey instruments

Additional Attachments

- First time applicant attachments, if applicable.

Please note: Effective January 7, 2009, all applicants for ECA federal assistance awards must include in their application the names of directors and/or senior executives (current officers, trustees, and key employees, regardless of amount of

compensation). In fulfilling this requirement, applicants must submit information in one of the following ways:

- Those who file Internal Revenue Service Form 990, "Return of Organization Exempt From Income Tax," must include a copy of relevant portions of this form.
- Those who do not file IRS Form 990 must submit information above in the format of their choice.

As part of final program reporting requirements, award recipients will also be required to submit a one-page document, derived from their program reports, listing and describing their grant activities. For award recipients, the names of directors and/or senior executives (current officers, trustees, and key employees), as well as the one-page description of grant activities, will be transmitted by the State Department to OMB, along with other information required by the Federal Funding Accountability and Transparency Act (FFATA), and will be made available to the public by the Office of Management and Budget on its USASpending.gov website as part of ECA's FFATA reporting requirements.

Include other attachments, if applicable, i.e. the SF-LLL form, etc.

REVIEW PROCESS

Eligible proposals will be subject to compliance with Federal and Bureau regulations and guidelines and forwarded to Bureau grant panels for advisory review. Proposals may also be reviewed by the Office of the Legal Adviser or by other Department elements. Final funding decisions are at the discretion of the Department of State's Assistant Secretary for Educational and Cultural Affairs. Final technical authority for assistance awards (grants or cooperative agreements) resides with the Bureau's Grants Officer. The Bureau reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the program and availability of funds.

Please refer to the RFGP for specific review criteria.

APPLICATION SUBMISSION

The RFGP indicates the date the complete proposal is due and the manner in which proposals must be submitted. There are NO EXCEPTIONS to this deadline. For further information regarding this program or the competition, call Carol Radomski at (202) 632-9354, or email at RadomskiCA@state.gov.